

# **CRAVEN COUNTY, NORTH CAROLINA**

## **Employment Vacancy Posting**

**POSITION:** Income Maintenance Caseworker II P/T (Position #366-2)  
**LOCATION:** Craven County Department of Social Services  
**HIRING RANGE:** \$15.6012/hr  
**JOB TYPE:** Part-time/Permanent/Non-Exempt  
**POSTING DATE:** June 18, 2014  
**DATE AVAILABLE:** June 18, 2014  
**CLOSING DATE:** June 25, 2014

### **PRIMARY PURPOSE OF POSITION**

This position will provide professional human services work, assisting individuals in accessing a variety of social services, interprets program information, determines eligibility for human service programs, and conducts in-office and/or on-site interviews and/or assessments.

### **ESSENTIAL JOB FUNCTIONS**

Interviews clients and/or collateral contacts to gather information, to secure medical, work history, and other income information, and to determine need and eligibility for human services. Verifies information and investigates discrepancies. Assists clients in retaining public assistance benefits by updating information in client file and state eligibility systems. Follows policies and procedures related to eligibility determination and redetermination. Extensive computer skills and knowledge of multiple software programs is required. Must be able to demonstrate ability. Uses information technology to determine eligibility to record notes and to manage records. Documents eligibility decisions and retains copies of client information, financial, psychological, medical, vocational, and court records in order to provide accountability for the expenditure of state and federal funds by recording information in case logs and client files. Provides clients with information about the availability of services and refers them to appropriate agencies or community programs.

### **ADDITIONAL JOB FUNCTIONS**

All staff is required to be able to perform additional tasks with disaster management. Employees are frequently subject to working with upset clients and compressed time frames.

### **MINIMUM EDUCATION AND EXPERIENCE**

One year of experience as Universal Worker; or an equivalent combination of training and experience. Must possess:

- Ability to read, analyze, interpret and apply rules, regulations and procedures
- Good mathematical, reasoning and computational skills. Computer skills.
- Organizational skills to meet multiple mandated timeframes
- Ability to communicate with a variety of individuals: business/public officials/clients etc.
- Valid driver's license and reliable vehicle for work. Will accept other states valid driver's license if military affiliated.

### **HOW TO APPLY**

Contact the Division of Employment Security for an official NC State Application (PD107) or download the application from <http://www.oshr.nc.gov/jobs/general.htm>. Applicants must be registered at [www.ncworks.gov](http://www.ncworks.gov) prior to submitting an application. Resumes will not be accepted unless accompanied by a completed application. Apply to Division of Employment Security, 2836 Neuse Blvd, New Bern, NC 28560. Craven County Department contact for questions is Charlene Richards at 252-636-4940.

Craven County is an Equal Opportunity Affirmative Action Employer.

